

EDITED TASK LISTING

CLASS: PROGRAM TECHNICIAN III

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Reviews detailed technical data (e.g., forms, files, instructional memos, reports, schedules, notices, statistical data, etc.) retrieved from California Law Enforcement Telecommunications System (CLETS), Offender Based Information System (OBIS), Distribute Data Program System (DDPS), Offender Based Information Tracking System (OBITS), Revocation Scheduling and Tracking System (RSTS), Youthful Offender Data Application (YODA), and Ward Information Network (WIN) computer programs in order to communicate information, keep accurate records, document issues or situations, etc. utilizing, notes, grammar skills, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.
2.	Processes detailed technical data (e.g., forms, files, instructional memos, reports, schedules, notices, statistical data, etc.) retrieved from CLETS, OBIS, DDPS, OBITS, RSTS, YODA, and WIN computer programs in order to communicate information, keep accurate records, document issues or situations, on a daily basis.
3.	Reviews difficult calculations to produce accurate forms, files, reports, statistical data, etc. for a departmental area/program utilizing laws, rules, regulations, policies, guidelines, procedures, instructional memo's, calculator, computer software, etc. on a daily basis.
4.	Processes difficult calculations to produce accurate forms, files, reports, statistical data, etc. for a departmental area/program utilizing laws, rules, regulations, policies, guidelines, procedures, instructional memo's, calculator, computer software, etc. on a daily basis.
5.	Verifies difficult calculations to produce accurate forms, files, reports, statistical data, etc. for a departmental area/program utilizing laws, rules, regulations, policies, guidelines, procedures, instructional memo's, calculator, computer software, etc. on a daily basis.
6.	Communicates to staff, internal and external agencies/departments, etc. in order to provide sensitive and detailed program information and facilitate the exchange of information, and resolution of problems, etc. utilizing California Code of Regulations (CCR), Title 15, California Penal Code, Welfare and Institution Code (WIC), Departmental Operations Manual (DOM), Youth Authority Manual (YAM), Board of Parole Hearings Procedures (BPHP), Decentralized Revocation Unit Manual (DRU), CLETS, OBIS, DDPS, OBITS, RSTS, YODA, WIN, office procedures, telephones, emails, faxes, personal contacts, communication skills, grammar skills, etc. on a daily basis.
7.	Develops/maintains a master calendar in order to schedule hearings and schedules of Board staff facilitating the statewide hearing process utilizing personal computer, computer software, telephone, email, fax, etc. on a daily basis.
8.	Verifies reports, forms, statistical data, source documents, etc. in order to communicate information, produce final documents, keep accurate records, document issues or situations, etc. utilizing CLETS, OBIS, DDPS, OBITS, RSTS, YODA, WIN, notes, written communication skills, grammar skills, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.
9.	Edits reports, forms, statistical data, source documents, CLETS, OBIS, RSTS, YODA, WIN, etc., in order to communicate information, produce final documents, keep accurate records, document issues or situations, etc. utilizing, written communication skills, grammar skills, reading comprehension skills, proofreading and editing skills, CLETS, OBIS, etc. on a daily basis.

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10.	Retrieves information from various databases (e.g., CLETS, OBIS, DDPS, OBITS, YODA, WIN, RSTS, etc.) in order to produce reports, forms, statistical data, source documents, to communicate information, produce final documents, keep accurate records, document issues or situations, etc. utilizing computer programs, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.
11.	Orders reports and/or supporting documents (e.g., Daily Movement Sheets [DMS], Legal Status Summary [LSS], Missing Descriptors, notification and registrations, Out-To-Court reports, Parole reports, discrepancy reports, etc.) to prepare documentation for processing files, reports, tracking inmate/parole movements, etc. utilizing various resources (e.g., OBIS, Automated Release Data Tracking System [ARDTS], DDPS, OBITS, CLETS, YODA, RSTS, laws, rules, regulations, policies, guidelines, procedures, calculator, computer software, etc.) as needed.
12.	Prepares envelopes/packages of confidential materials (e.g., copying, addressing, sorting, stuffing, assembling, faxing, etc.) for distribution to staff, internal and external agencies/departments, etc utilizing copiers, sorting techniques/equipment, etc., as needed.
13.	Files materials (e.g., documents, letters, forms, reports, manual revisions, etc.) in order to keep accurate records, ensuring materials are available for future references, and in compliance with laws, rules, regulations, policies and procedures, utilizing organizational skills, filing systems (e.g., alphabetic, chronological, numeric, subject matter, etc.), desk procedures, binders, folders, indexes, etc. on a daily basis.
14.	Reviews source documents (e. g., Department of Justice [DOJ] quarterly report, DMS, Warden Check Out Order [CDC 161], Inter-Departmental Transfer Record [CDC 135], Medical Transport Form [CDC 154], Miscellaneous Decision [BPH 1135], Central Office Calendar [BPH 1130], etc.) in accordance with established guidelines and procedures in order to purge outdated materials, maintain orderly files, and maximize filing space utilizing office procedures, shredder, recycling system, etc., as required.
15.	Performs basic arithmetic computations (e.g., addition, subtraction, multiplication or division) to compute/compile basic statistical data, completing timesheets, etc., utilizing automated office equipment (e.g., calculator, personal computer, etc.) as required.
16.	Develops training material to provide staff with information/instruction on policies and procedures to ensure compliance with CDCR and DOJ policies and regulations, utilizing various resources (e.g., DOM, CCR, Title 15, Penal Code, WIC, YAM, BPHP, DRU, visual aids, handouts, software programs, communication skill, etc.), as required.
17.	Operates standard business and office machines and equipment (e.g., copy machine, fax, personal computer, calculator, scanner, telecommunications terminals, etc.) in order to produce completed assigned duties utilizing manuals, desk procedures, training, etc. on a daily basis.
18.	Performs data entry work in order to input and disseminate information, trace documents, appeals, warrants, files, inmates, parolees, etc. and keep accurate records, utilizing CLETS, OBIS, ARDTS, DDPS, OBITS, YODA, WIN, RSTS, proofreading and editing skills, typing skills, basic mathematical/statistical skills, 10 key calculator, computers/computer programs, logs, manuals, required forms, etc., on a daily basis.

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19.	Acts as lead person to staff in order to assign work, train and answer questions and assist in the maintenance of the office functions/workload utilizing DOM, YAM, Title 15, BPHP, DRU, WIC, California Penal Code, office procedures, communication skills, personal experience, etc., on an as needed basis.
20.	Acts as a liaison/expert staff resource with internal and external agencies, regarding the most sensitive and complex program areas in order to relay and/or instruct proper departmental procedures utilizing all appropriate laws, rules, regulations and court mandates, as needed.
21.	Audits various files/reports (warrants, inmate/ward, discrepancy, etc.) to ensure accuracy of information in accordance with appropriate laws, rules, regulations and court mandates utilizing CLETS, OBIS, ARDTS, DDPS, OBITS, YODA, WIN, RSTS, proofreading and editing skills, typing skills, basic mathematical/statistical skills, date and/or 10 key calculator, computers/computer programs, logs, manuals, required forms, etc., on a daily basis.
22.	Audits various invoices (attorney, interpreter, county jail, etc.) to ensure appropriate submission and accurate accounting of records utilizing appropriate laws, rules, regulations, RSTS, proofreading and editing skills, typing skills, basic mathematical/statistical skills, 10 key calculator, computers/computer programs, logs, manuals, required forms, etc., on a bi-monthly basis.
23.	Arranges for transportation of inmates in order to attend hearings, transfers, extraditions, etc. utilizing telephone, email, fax, personal computer, etc., as needed.
24.	Attend meetings and/or training in order to keep apprised of current policies and procedures, court mandates, laws, rules and regulations changes/revisions, as needed.